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Report for Week Ending 2 May 1956
from
PROJECT STAFF

Project 4-83 - Vital Materials Deposit Schedule for all Offices

The revised schedule for depositing of Vital Materials in the Medical Office has been sent to Mr. [REDACTED] for his review, and also for approval by the Chief, Medical Office.

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Meetings were held with Mr. [REDACTED] and several divisional chiefs within the ORR/Economic Research Areas, to discuss the preparation of a Vital Materials schedule. Each division visited was notified of the date of the next exercise and agreed to begin working on the VM schedule immediately.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Office of Personnel continues. This project is approximately 95% complete.

Microfilming of VM in the Office of the Comptroller scheduled to start 1 May will be delayed temporarily pending repairs to a camera.

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OCR-2 A meeting was held with Mr. [redacted] of the OPR, to discuss the proposed refilming of the OCR/GR Master photo file.

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map collection.

General Information

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A meeting was held with Mr. [REDACTED] ODM, to discuss the availability of lists which enumerate microfilm readers, IBM machines, and reproduction equipment in the nearby area. The list of microfilm readers was obtained, but further action must be taken to obtain an IBM and reproduction equipment list.

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Mr. [REDACTED] ORR/Economic Area, is making arrangements for the transfer of six (6) two compartment 5x8 card files to the repository for the housing of the Estimates File.

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[REDACTED] of DD/P

[REDACTED] completed last weeks trip to the repository.

The review of DD/P new building file space requirements has been completed and the tentative recommendations were forwarded for concurrence or comment of the appropriate DD/P representatives. The total of the recommended space represents a 32.3% reduction of the space requested.

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[REDACTED]